



California Coastal Commission

May 1, 2015

JOB ANNOUNCEMENT

**ACCOUNTANT I (SPECIALIST) OR
ACCOUNTING TECHNICIAN
FISCAL AND BUSINESS SERVICES
ACCOUNTING UNIT
FULL-TIME, PERMANENT POSITION
SAN FRANCISCO**

The California Coastal Commission's Headquarters Office is located in downtown San Francisco near the Embarcadero Bart Station, the Transbay Terminal, and other public transportation. The Coastal Commission has six other offices throughout California. We are looking for an energetic, self-directed individual to work in our Accounting Unit. The Accounting Unit is responsible for all the accounting transactions of the Coastal Commission. If you are interested in working for an environmentally responsible, small State agency, this job may be for you.

About the Position: Under the general direction of an Accounting Administrator I (Supervisor), the Accountant I (Specialist) or Accounting Technician performs semi-professional accounting duties. Duties include preparation of claim schedules for submission to the State Controller's Office; audit travel expense claims in accordance with State rules and regulations; prepare weekly deposit of funds received from all offices; maintain contract files, purchase orders, and payments database;; ability to communicate with vendors, other State agencies and Coastal Commission staff on various accounting related issues; key various accounting data into CALSTARS**. Duties will be adjusted commensurate with the level at which the position is filled.

** The Coastal Commission is scheduled to start using FI\$CAL (the State's new accounting system) in July 2017. Preparation stage will begin in July 2015.

Desired Qualifications: Knowledge of accounting procedures, CALSTARS, State accounting rules and regulations; accuracy with arithmetic, statistical records, and data entry into computer; good communication skills, both oral and written; well developed interpersonal skills; ability to get along with others; and have positive, helpful attitude. Proficiency in Microsoft Excel, Access and Word is highly preferred. Willingness to learn FI\$CAL is crucial. Dependable, conscientious, and excellent attendance is a must.

Eligibility: Individuals on the Accountant I (Specialist) or Accounting Technician list are eligible to apply. Current or former State employees with transfer or reinstatement rights at the Accountant I (Specialist) or Accounting Technician level are also eligible to apply. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Accountant I

(Specialist) or Accounting Technician classification.) All applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

Please note that if you are not a current or former State employee and/or have not successfully participated in an appropriate civil service examination for Accountant I (Specialist) or Accounting Technician, you cannot be considered for this vacancy. If you wish to participate in the Accounting I (Specialist) and/or Accounting Technician examinations, please go to the California Department of Human Resources (CalHR) website at www.calhr.ca.gov.

SALARY: Accountant I (Specialist) \$2,927 – \$3,665 per month
Accounting Technician \$2,691 – \$3,371 per month

CONTACT: For information about the position: Hong Truong (Accounting Administrator I) at (415) 904-5427

For information about the application and/or hiring process: Corinne Young (Human Resources Analyst at (415) 904-9446, also (415) 904-5430 or toll free (866) 831-2540)

FILING: This position will be open until filled so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. We will begin interviews as soon as we receive qualified applications. All interviews will take place in San Francisco. No relocation expenses are offered. Submit current resume and State Application Form 678 (put job title for this position in the Examination or Job Title section) to:

HUMAN RESOURCES OFFICE
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR INTERNET WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE QUESTIONS YOU MAY E-MAIL US AT HUMANRESOURCES@COASTAL.CA.GOV OR CALL THE ABOVE NUMBERS

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711